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9 November 1959

MEMORANDUM FOR [REDACTED]

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SUBJECT : Report of Cable Secretariat Operations
From 1 - 31 October 1959

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 11,129 IN cables, 4,263 OUT cables, 1,083 TD's and 886 miscellaneous items for a total of 17,361 work items for the month of October 1959. This represents a decrease of 1,639 items or 9% less than the 1958 monthly average of 19,000 work items.

b. Cables decreased 1,308 or 8% below the 1958 monthly average of 16,700 cables. The October 1959 total is 19 or .001% more cables than September 1959 and 2,636 or 17% less cables than October 1958.

c. TD's decreased 39 or 3.5% below the 1958 monthly average of 1,122 TD's.

d. We processed an average of 675 cables, Monday through Friday, 421 on Saturday and 100 on Sunday.

e. 831 cables or 5.3% of cables processed were furnished to the Director as compared to 965 or 6% for September 1959.

2. Personnel

We are three persons short of our ceiling strength of [REDACTED]

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3. General

a. During the month we held our third seminar for Cable Analysts. The seminar afforded the Cable Analysts an opportunity to iron out problems relating to the distribution of cables and make suggestions as to how to improve our dissemination. In November we plan to have a seminar on the same subject except that it will be attended by the CSDO's and Assistant CSDO's.

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b. [REDACTED] Chief Reproduction, Mail and File Section, was awarded \$100.00 for his suggestion proposing that the Printing Services Division allow the Cable Secretariat to reproduce its own supply of internal forms. The management study recommending adoption of this suggestion indicated a savings to the Agency of between \$1,000 to \$4,000 annually. Printing Services Division has granted us permission to reproduce Forms 50 and 50a (dissemination work sheets of which about 200,000 are used annually), and Form 1389, 1389a [REDACTED] cable indexing work sheet of which about the same number are used.

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